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ABSTRACT

In October and November of 1975, the Office of Research at ST. Louis Community College at Forest Park attempted to systematically determine what areas of staff development were desired and/or needed by the college staff. Questionnaires were sent to 350 staff members and 81 were returned for a 23% response rate. Questions asked of the respondents sought to elicit information regarding their needs, preferences for further formal education, types of workshops and institutes, and their preference relative to manner of participation (individually, in groups) in staff development activities. Results of the survey indicated that, overall, the respondents felt clarification of the college's philosophy and understanding of instructional innovation methods to be important needs. In terms of further education, the staff indicated a desire for opportunities to pursue advanced degrees and to obtain college credit. Workshops and institutes were preferred for summer scheduling and respondents generally indicated a preference to participate in staff development activities in small groups. The survey information is analyzed according to discipline/functional area. A listing of staff development activities carried out during 1975-76 is appended. (JDS)

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Office of Research and Development

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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St. Louis Community College

at Forest Park

Professional, Personal, and Staff Development Report of St. Louis Community College at Forest Park, August, 1976

JC 760 510

C O N T E N T S

A. Introduction, Philosophy

B. Analysis of Needs Survey

C. Staff Development Activities 75 - 76

D. Workshops for Staff Development

E. Personal and Professional Development Activities

INTRODUCTION AND PHILOSOPHY:

Staff Development at Forest Park is based on the belief that growth and development are necessary prerequisites for individuals and institutions. However, neither individuals nor institutions can adequately and properly achieve their potential unless those conditions are established which will maximize growth and development.

Growth and development must be structured and systematized if it is to produce the desired individual and institutional effects.

The St. Louis Community College at Forest Park is attempting to maximize growth and development in both professional and personal areas.

ANALYSIS - NEEDS SURVEY:

In the months of October and November of 1975, the Office of Research attempted to systematically determine what areas of staff development were desired and/or needed by the staff at the college. Of some 350 survey forms sent out, 81 or 23% were returned. Of the returned and usable survey forms returned, the following data are relevant:

AFRO-AMERICAN STUDIES: (Total number of responses - 1 male)

NEEDS:

1. Introduction to or clarification of the Forest Park Community College Philosophy.

2. FURTHER EDUCATION:

   A large number of Forest Park Community College students appear to need considerable help in verbal and written communications.

3. WORKSHOPS AND INSTITUTES:

   Why should not each instructor be seriously encouraged to be responsible for A-1 English composition in every course taught.

4. HOW DO YOU LIKE TO WORK?

   It depends on the subject-matter. Some subjects demand individual excellence, while others are best developed through joint effort and discussion.

OTHER COMMENTS:

The experience at FPCC leads the instructor to feel that beyond the usual problems of leading the individual to acquire an education, the college should be keenly aware of persons from families limited by poverty, who were also further crippled by inferior public schools, and who have had very little constructive exposure to economic, political, and other social disciplines.

Students need help in judging economic, political, and other social values.

ADMINISTRATORS: (Total number of responses 11 (2 females/9 males)

NEEDS:

I. Introduction to our clarification of

(5) Forest Park Community College Philosophy
(6) Innovations in instruction
(4) Understanding and development of affective skills and attitudes for effective teaching
(1) Other/Innovative and experimental ideas

II. FURTHER EDUCATION:

(6) Opportunity for advanced degrees
(2) Opportunity for college-credit courses
(3) Opportunity for Community College credit (i.e. points for workshop attendance, etc., towards a reward of some kind)

III. WORKSHOPS AND INSTITUTES:

(5) Summer (Not entirely 3 or 4 week block)
(3) Between Semesters
(1) Semester-long
(5) Short-term (day or two)
(5) Conventions and professional meetings (Generally a waste of time and money)
(4) Visits to other campuses
(3) Problem-solving seminars
(2) A pilot program experience
(1) Outside consultant services (different areas of interest- educational specialty
(3) FPCC staff and/or faculty consultant services

IV. HOW DO YOU LIKE TO WORK:

(3) Independently, self-instructional experiences
(6) With members of same office (area of responsibilities)
(4) With members of same discipline
(5) With other disciplines
(5) With other divisions included
(1) With Supervisor
(1) With one other person
(5) Other/depends upon the problem I am working on person do not have any likes or dislikes in this area, can work with any size or make up group

ADMINISTRATORS CON'T.

V. SUGGESTED TRAINING TOPICS:

(1) Human potential
(2) Grading
(3) Writing goals and objectives
(1) Criterion-referenced testing
(3) Test analysis
(2) Learning theory
(2) Teaching strategies
(2) Simulation/Role-playing
*(1) Effective Use of A-V materials
(2) Development of A-V materials
(1) Entry/exit level skills determination
(1) Academic advising
(2) Governance - Decision Making
(1) Group dynamics
(2) Institutional research
(4) Evaluation
(3) Management theory/formation and implementation
(4) Information retrieval
(5) Communication/Motivation
(1) Affirmative Action
(1) Other/ Financial Aid: Its impact on enrollment and retention

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate what type of training you would like to have:

Person would prefe: a work load (normal) which would allow for further graduate study.
KFA, etc.
Management by objectives
Development of A-V materials including ITV
Evaluation
Management theory
Information retrieval

VII. We need to know why you would attend workshops and what reward you would require or desire.

(7) Increased knowledge and skills
(1) Additional Compensation
(1) Free meals during workshops
(4) Travel and workshop costs (if applicable) paid by the district
(5) What ideas, plans, or rewards do you believe would be desirable
Please comment: (See following page)

*(1) Person would like to offer various types of packaged programs to students/staff and the community

VII. COMMENTS CON'T.

Person would like to improve his abilities, to help do his job better and faster, to take on new duties.
Some sort of recognition (or reward) that would improve status within the Junior College District would be desirable.
Person feels it would be nice to have someone other than himself pay for seminars and workshops, however, would only attend those the person was paying for himself.
All workshops, meetings, in-service training sessions, etc. should increase the knowlege and/or skills of the participants in same way. The participants should learn something or at least have their current ideas re-inforced.
Person would like the opportunity to meet outside professional leaders in your area is the big plus of workshops.

BUSINESS ADMINISTRATION (Total number of responses 2 (1 female/1 male)

NEEDS:

I. Introduction to or clarification of

(1) Learning theories
(2) Innovations in instruction
(1) Understanding and development of affective skills and attitudes for effective teaching
(1) Other/adapted to medical subjects

II. FURTHER EDUCATION:

(1) Opportunity for advanced degrees
(1) Opportunity for Community-college credit (i.e. points for workshop attendance etc., towards a reward of some kind)
(1) Other/vocational education
courses on campus to fulfill vocational education certificate requirements

III. WORKSHOPS AND INSTITUTES

(1) Summer
(1) Semester long
(2) Short-term (day or two)
(1) Retreats weekends at Bromwoods, Trout Lodge, Tan Tara, etc.
(2) Conventions and professional meetings
(1) Visits to other campuses
(1) Self-instructional programs
(1) A pilot program experience

IV. HOW DO YOU LIKE TO WORK?

(3) Independently, self-instructional experiences
(6) Small groups
(4) With members of same discipline
(3) With other disciplines
(1) Other/as the occasion demands in small groups,
with members of same office
with members of same discipline
with other disciplines
with members of same division
with other divisions included
with supervisor
with one other person

V. SUGGESTED TRAINING TOPICS:

(1) Human potential
(3) Writing goals and objectives
(3) Test analysis
(2) Learning theory
(2) Teaching strategies
(1) Entry/exit level skills determination
(1) Academic advising
(2) Institutional research
(4) Evaluation

VI. No comments related to question

VII. We need to know why you would attend workshops and what reward you would require or desire.

(7) Increased knowledge and skills
(4) Travel and workshop costs (if applicable) paid by the District

OTHER COMMENTS:

Each year, time to attend one conference, meeting or workshop relating to individual instructor's area and reimbursement for all travel, hotel, meals and fees. OUr travel reimbursement now is inadequate and penalizes instructors who want to participate in professional meetings.
Anything that will increase my teaching effectiveness
In-service training sessions should have a goal of imparting the greatest amount of useful information in the minimum of time. With this person's experience time that was taken away from him to be able to deal directly with individual students has often proved not to be productive.

CLASSIFIED: (Total number of responses 4 (3 females/1 male)

NEEDS:

I. Introduction to or clarification of

(2) Forest Park Community College Philosophy
(1) Learning theories
(1) Innovations in instruction

II. FURTHER EDUCATION:

(1) Opportunity for advanced degrees
(1) Opportunity for college-credit courses
(1) Opportunity for licensing/safety and health
(1) Opportunity for Community-college credit (i.e. points for workshop attendance, etc., towards a reward of some kind)

III. WORKSHOPS AND INSTITUTES:

(3) Summer
(2) Between Semesters
(1) Semester-long
(1) Short-term (day or two)
(1) Encounter or sensitivity groups
(2) Conventions and professional meetings
(1) Self-instructional programs
(2) Problem-solving seminars
(1) A pilot program experience
(1) Forest Park Community College staff and/or faculty consultant services

IV. HOW DO YOU LIKE TO WORK?

(2) Independently, self-instructional experiences
(2) Small groups

V. SUGGESTED TRAINING TOPICS:

(3) Human potential
(2) Simulation/Role-playing
(1) Entry/exit level skills determination
(1) Governance - Decision Making
(1) Group dynamics
(1) Management theory
(2) Communication/Motivation

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate

VI. Continued
what type of training you would like to have:

More in public relations, dealing with the public in general.
Handling all and any situations in a tactful manner.
Relating with people on their level no matter where he or she stands.
Dealing with public in general.

VII. We need to know why you would attend workshops and what reward you would require or desire.

(4) Increased knowledge and skills
(2) Travel and workshop costs (If applicable) paid by the district

OTHER COMMENTS:

The knowledge in itself would help person to better understand the position. Person is interested in additional compensation which merely means helping he/she get these skills.
Having the right approach for people means a great deal to them and to yourself as well.

COUNSELORS: (Total number of responses 7 (3 females/4 males)

NEEDS:

I. Introduction to or clarification of

(1) Forest Park Community College Philosophy
(4) Understanding and acceptance of Forest Park Community College students
(1) Learning theories
(2) Innovations in instruction
(1) Understanding and development of affective skills and attitudes for effective teaching.

II. FURTHER EDUCATION:

(3) Opportunity for advanced degrees
(1) Opportunity for college-credit courses
(2) Opportunity for Community-college credit (i.e. points for workshop attendance, etc., towards a reward of some kind)
(2) Other/ improve counseling skills, workshops interest

III. WORKSHOPS AND INSTITUTES:

(5) Summer
(2) Between Semesters
(1) Semester-long

IV. HOW DO YOU LIKE TO WORK?

(1) Independently, self-instructional experiences
(7) Small groups
(1) With members of same office
(5) With members of same discipline
(4) With other disciplines
(2) With members of same division
(4) With other divisions included
(1) With supervisor

V. SUGGESTED TRAINING TOPICS:

(3) Human potential
(1) Grading
(2) Writing goals and objectives
(1) Criterion-referenced testing
(2) Test analysis
(2) Learning theory
(1) Teaching strategies
(2) Simulation/Role-playing
(2) Effective use of A-V materials
(2) Development of A-V materials
(2) Entry/exit level skills determination
(2) Academic advising (most important)
(2) Governance-Decision Making
(3) Group dynamics
(2) Institutional research
(2) Evaluation
(1) Management theory
(1) Information retrieval
(5) Communication/Motivation
(3) Affirmative Action
(2) Other/testing for counseling situations
career planning, etc.

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate what type of training you would like to have.

1. Career planning experts.
2. Vocational career planning experts.
3. Test (interest, personality, aptitude

VII. We need to know why you would attend workshops and what reward you would require or desire.

(6) Increased knowledge and skills.
(1) Additional compensation.
(1) Free meals during workshops
(6) Travel and workshop costs (If applicable) paid by the district.

OTHER COMMENTS:

Some workshops to be held on campus rather than off campus.
Develop a more effective system to service our students applying for career programs.
Charles Murrell and his two day workshop.
Webster College on psychology of grief could be held here less than $45 per person.
Bring in people for T.A. workshops and gestalt - confluent education, psychosynthesis, conflict-resolution, etc.
Develop a more effective system to service our students, that are applying for career programs that will take them two to three years to get in and another additional two years to complete.
Do something about all the non-GED people that we have on this campus, in a way that they will benefit.

HUMANITIES: (Total number of responses 8 (5 females/3 males)

NEEDS:

I. Introduction to or clarification of

(5) Forest Park Community College Philosophy
(4) Understanding and acceptance of Forest Park Community College students
(2) Learning theories
(5) Innovations in instruction
(4) Understanding and development of affective skills and attitudes for effective teaching.
(1) Other/grading

II. FURTHER EDUCATION:

(3) Opportunity for advance degrees/would like to finish dessertation for Ph.D.
(1) Opportunity for college-credit courses
(1) Opportunity for licensing (specify area-need vocational education course)
(1) Opportunity for Community-college credit (i.e. points for workshop attendance etc., towards a reward of some kind)

III. WORKSHOPS AND INSTITUTES:

(1) Summer
(2) Semester-long
(5) Short-term (day or two)
(6) Retreats weekends at Bromwoods, Trout Lodge, Tan Tara, etc.
(5) Conventions and professional meetings
(4) Visits to other campuses
(1) Problem-solving seminars
(2) A pilot program experience
(2) Outside consultant services in Human relations
(2) Forest Park Community College staff and/or faculty consultant services

IV. HOW DO YOU LIKE TO WORK?

(5) Independently, self-instructional experiences
(8) Small groups
(7) With members of same discipline
(5) With other disciplines
(1) With members of same division
(1) With other divisions included

V. SUGGESTED TRAINING TOPICS:

(3) Human potential
(3) Grading
(2) Writing goals and objectives
(3) Learning theory
(7) Teaching strategies
(3) Simulation/Role-playing
(5) Effective use of A-V materials
(5) Development of A-V materials
(1) Entry/exit level skills determination
(3) Academic advising
(1) Governance-Decision Making
(4) Group dynamics
(2) Evaluation
(3) Management theory
(2) Information retrieval
(3) Communication/Motivation
(4) Affirmative Action

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate what type of training you would like to have. (No comments)

VII. We need to know why you would attend workshops and what reward you would require or desire.

(6) Increased knowledge and skills/require
(1) Additional compensation/require and desire
(1) Free meals during workshops/desire
(2) Travel and workshop costs (if applicable) paid by the district/require and desire

OTHER COMMENTS:

Steps on salary schedule
Point system for sabbaticals
Could attend only night sessions or possibly weekends
The professional who is a part-time instructor, but who is not a professional teacher, could benefit probably from a workshop or similar session regarding teaching, grading, testing, evaluating, etc. The staff has been most helpful
Person would like to see the vocational education course he needs for certification offered at Forest Park, also would like to have some release or extended time in exchange for taking the course.

LIFE SCIENCE: (Total number of responses 16 (13 females/3 males)

NEEDS:

I. Introduction to or clarification of

(4) Forest Park Community College Philosophy
(3) Understanding and acceptance of Forest Park Community College students
(6) Learning theories
(11) Innovations in instruction/in nursing Fall 76 hope to begin LEGS which utilized various methods of instruction
(10) Understanding and development of affective skills and attitudes for effective teaching
(2) Other/ orientation to the physical plany of this college

II. FURTHER EDUCATION:

(5) Opportunity for advanced degrees
(5) Opportunity for college-credit courses
(1) Opportunity for licensing
(8) Opportunity for Community-college credit (i.e. points for workshop attendance, etc., towards a reward of some kind)

II. Continued

(4) Other/certification and recertification courses or workshops to be held during the day at FPCC for vocational instructors. Current developments. Compensation geared to advanced schooling per credit hour or other reasonable increment.

III. WORKSHOPS AND INSTITUTES:

(8) Summer
(4) Between Semesters
(6) Semester-long
(8) Short-term (day or two)
(7) Retreats weekends at Bromwoods, Trout Lodge, Tan Tara, etc.
(8) Conventions and professional meetings
(7) Visits to the other campuses
(2) Self-instructional programs
(5) Problem-solving seminars
(3) A pilot program experience/one is being asked for in nursing
(2) Outside consultant services

IV. HOW DO YOU LIKE TO WORK?

(4) Independently, self-instructional experiences
(12) Small groups
(3) With members of same office
(7) With members of same discipline
(6) With other disciplines
(7) With members of same division
(6) With other divisions included
(2) With supervisor

V. SUGGESTED TRAINING TOPICS:

(6) Human potential
(5) Grading
(5) Writing goals and objectives
(3) Criterion-referenced testing
(8) Test analysis
(5) Learning theory
(7) Teaching strategies
(4) Simulation/Role-playing
(7) Effective use of A-V materials
(5) Development of A-V materials
(4) Entry/exit level skills determination
(4) Academic advising
(2) Governance-Decision Making
(9) Group dynamics
(2) Institutional Research

V. Continued

(10) Evaluation
(3) Management theory
(3) Information retrieval
(9) Communication/Motivation
(1) Other/test desensitisation

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate what type of training you would like to have. (No comment)

VII. We need to know why you would attend workshops and what reward you would require or desire.

(4) Increased knowledge and skills
(3) Additional compensation
(8) Travel and workshop costs (if applicable) paid by the district

OTHER COMMENTS:

Small salary increments based on credit hours successfully completed (or other quantitative measurement) after being hired. Increment to go on the next paycheck following completion of the course work or other acceptable experience.
Self enrichment
Workshops present idealistic situations, often they stimulate much thinking and motivation to innovate ideas, techniques, procudures. They provide new challenges for improvement of daily routines.
Keeping abreast of new information and devices that are constantly put on the market.
Getting credit from Vocational Education for workshops, etc. attended.
Person is a part-time instructor and feels very isolated and removed. Needs a through orientation to the Junior College itself, not just nursing. Would appreciate being paid for being oriented.
For those who must obtain state certification and then re-certification it would be appropriate and extremely helpful to have classes, workshops, etc. designed to fulfill requirements. Further, it would be very helpful to have such necessary classes, workshop, etc. here on this campus, at hours that would not necessitate evening, weekends or summer involvement. This should be done since the certification and recertification is for the benefit of the District and <u>not personal</u> benefit to the instructor. It is the District <u>that receives the money</u> and <u>aid</u> from the state not the instructors. Since this is true I feel the District should be obliged to make available

OTHER COMMENTS Continued

all courses, workshops, etc. for the instructors with no hardships to the instructors. This could include individualized and/or independent type work at the instructors convenience.

PHYSICAL SCIENCE: (Total number of responses 10 (1 female/9 males)

NEEDS:

I. Introduction to or clarification of

(2) Forest Park Community College Philosophy
(3) Understanding and acceptance of Forest Park Community College students
(4) Learning theories
(3) Innovations in instruction
(1) Understanding and development of affective skills and attitudes for effective teaching
(1) Other/motivation for students(particularly Black students)

II. FURTHER EDUCATION:

(6) Opportunity for advanced degrees
(3) Opportunity for college-credit courses
(7) Opportunity for licensing/auto certification
technology
P.E. & Teaching
State vocational certification
(2) Opportunity for Community-college credit(i.e. points for workshop attendance, etc., towards a reward of some kind)

III. WORKSHOPS AND INSTITUTES:

(4) Summer
(2) Between Semesters
(4) Semester-long
(2) Short-term (day or two)
(2) Retreats weekends at Bromwoods, Trout Lodge, Tan Tara, etc.
(6) Conventions and professional meetings
(3) Visits to other campuses
(2) Self-instructional programs/teaching methods, education,psychology
(2) Problem solving seminars
(1) A pilot program experience
(1) Outside consultant services
(8) Forest Park Community College staff and/or faculty consultant services

IV. HOW DO YOU LIKE TO WORK?

(3) Independently, self-instructional experiences
(5) Small groups
(2) With members of same office
(4) With members of same discipline
(2) With other disciplines
(2) With members of same division
(1) With other divisions included
(2) With supervisor
(2) With one other person
(4) Other/other colleges, other states
small groups with common interests
with all faculty in the district

V. SUGGESTED TRAINING TOPICS:

(2) Human potential
(3) Grading
(3) Test analysis
(5) Learning theory
(4) Teaching strategies
(2) Effective use of A-V materials
(3) Development of A-V materials
(2) Entry/exit level skills determination
(3) Academic advising
(1) Governance - Decision Making
(2) Evaluation
(2) Information retrieval
(3) Communication/Motivation
(2) Affirmative Action

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate what type of training you would like to have. (No comments)

VII. We need to know why you would attend workshops and what reward you would require or desire.

(8) Increased knowledge and skills
(2) Additional compensation
(2) Free meals during workshops
(5) Travel and workshop costs (if applicable)paid by the district.

OTHER COMMENTS:

Instructors in technical programs are required to take outside course work, summer institutes, etc. This should count as inservice work.
Perhaps we could use some extended time monies to compensate faculty and get better attendance.
Development of additional and more suitable

OTHER COMMENTS Continued

District financial support of pilot program implementation.
There should be no rewards given for attendance, other than the increased knowledge and skill in the attenders profession.
An instructor should expand and increase his learning if he finds time for it and also should be adequately compensated for it.
Car expense should be made available.

SOCIAL SCIENCE(Total number of responses 12 (4 females/8 males)

NEEDS:

I. Introduction to or clarification of

(6) Forest Park Community College Philosophy/included departmental working cooperatively
(6) Understanding and acceptance of Forest Park Community College students
(2) Learning theories
(7) Innovations in instruction
(5) Understanding and development of affective skills and attitudes for effective teaching/dealing with education of students in child care, campus departmental programs for art painting decals; french classes, experiences to meet and hear foreign languages other than english
(2) Other/Use of audio-visual aids, operating the equipment, where you can get materials when JCD does not have them, "who" you go to for "what".

II. FURTHER EDUCATION:

(5) Opportunity for advanced degrees
(1) Opportunity for college-credit courses
(1) Opportunity for licensing (counseling)
(2) Opportunity for Community-college credit (i.e. points for workshop attendance etc., towards a reward of some kind)
(2) Other/educational training on other campuses in relationship
III. to teaching associated skills, refresher courses.

III. WORKSHOPS AND INSTITUTES:

(4) Summer
(5) Between Semesters
(5) Semester-long
(3) Short-term (day or two)
(6) Retreats weekends at Bromwoods, Trout Lodge, Tan Tara, etc.
(8) Conventions and professional meetings
(5) Visits to other campuses

III. Continued

(1) Self-instructional programs in improving teaching techniques and effectiveness.
(2) Problem-solving seminars
(3) A pilot program experience
(1) Outside consultant services in counseling parents, keep students of widely varying abilities - reading skills,etc.
(2) Forest Park Community College staff and/or faculty consultant services
(1) Other/Blacks and Whites get along okay, but it would be good to increase their appreciation of one another. For example, during class projects, they mix, but before and after class and at breaks, the class divides along race lines.

IV. HOW DO YOU LIKE TO WORK?

(7) Independently, self-instructional experiences
(7) Small groups
(1) With members of same office
(4) With members of same discipline
(5) With other disciplines
(3) With members of same division
(5) With other divisions included
(3) With supervisor
(2) With one other person

V. SUGGESTED TRAINING TOPICS:

(5) Human potential
(5) Grading
(1) Writing goals and objectives
(3) Criterion-referenced testing
(1) Test analysis
(2) Learning theory
(6) Teaching strategies
(3) Simulation/Role-playing
(4) Effective use of A-V materials
(6) Development of A-V materials
(3) Entry/exit level skills determination
(3) Academic advising
(1) Governance-Decision Making
(3) Group dynamics
(3) Institutional research
(2) Evaluation
(1) Management theory
(1) Information retrieval/not clear
(2) Communication/Motivation
(3) Affirmative Action
(1) Other/work study screening

VI. For administrators and non-instructional staff, for those who wish job improvement or advancement skills, please indicate what type of training you would like to have.

Interdepartmental participation for child care curriculum and combined interest to developing student awareness of individualized human behavior as studied through children in play.
Sensitivity training.

VII. We need to know why you would attend workshops and what reward you would require or desire.

(6) Increased knowledge and skills
(3) Additional compensation
(1) Free meals during workshops
(3) Travel and workshop costs (If applicable) paid by the district

OTHER COMMENTS:

College credits and updating in salaries for pre-school according to rank and years experience on the job.
An extensive merit system should be developed which was not limited to a certain small percentage of the faculty, but was limited only by the fact that it was restricted to persons who merited the additional compensation. The compensation should not be an additional step on salary schedule, but a bonus for the given year. All judgements should be made by a committee of one's peers.
Meeting and interacting with new personnel.
Person would like to see an instructor exchange program between Forest Park, Flo Valley, and Meramec on a semester exchange basis.
People should be reimbursed for workshops costs and travel.

IN-SERVICE NEEDS ASSESSMENT AREAS THAT HAVE BEEN PRIORITIZED ACCORDING TO FREQUENCY

		Frequency
I.	Introduction To Or Clarification Of:	
	A. Innovations in instruction	37
	B. F.P.C.C. philosophy	26
	C. Understanding and development of effective skills & attitudes for effective teaching	26
	D. Understanding & acceptance of F.P.C.C. students	20
	E. Learning theories	17
	F. Other	8
II.	Further Education	
	A. Opportunity for advanced degrees	30
	B. Opportunity for college-credit courses	14
	C. Opportunity for commurity-college credit	13
	D. Opportunity for licensing	11
III.	Workshop and Institutes (When and What)	
	A. Conventions and professional meetings	32
	B. Summer	29
	C. Short-term (day or two)	26
	D. Visits to other campuses	24
	E. Retreats on weekends (i.e. Bromwoods)	22
	F. Semester-long	21
	G. Between semesters	18
	H. Problem-solving seminars	13
	I. A pilot program experience	10
	J. F.P.C.C. staff and/or faculty consultant service	9
IV.	How Do You Like to Work?	
	A. Small groups	47
	B. With members of same discipline	32
	C. Independently, self-instructional experiences	28
	D. With other disciplines	22
	E. With members of same office	20
	F. With other divisions	18
	G. With member of same division	17
	H. With supervisor	9
	I. With one other person	5

		Frequency
V.	**Suggested Training Topics**	
A.	Teaching strategies	29
B.	Development of A-V material	28
C.	Communication/Motivation	26
D.	Effective use of A-V material	25
E.	Evaluation	24
F.	Learning theory	23
G.	Similation-role playing	23
H.	Human potential	22
I.	Grading	21
J.	Group Dynamics	21
K.	Entry/exit level skills determination	21
L.	Writing goals and objectives	19
M.	Test analysis	19
N.	Criterion-referenced testing	16
O.	Academic advising	16
P.	Institutional research	13
Q.	Management theory	12
R.	Governance and decision making	11
S.	Information retrieval	11
T.	Affirmative Action	11

Why you would attend workshops and what reward you would require or desire?

A.	Increased knowledge and skills	36
B.	Travel and workshop costs paid by district	26
C.	Additional compensation	9
D.	Free meals during workshop	4

STAFF DEVELOPMENT ACTIVITIES 75 - 76:

This study served the Office of Research and Staff Development as a guide in the determination and selection of the specific kinds of staff development activities which were programed.

Film series, guest speakers, consultants, staff expertise all were used as modalities to achieve the objectives of staff development at the college.

CONFERENCES:

On April 7th, 1976 the first acitivity for the 75-76 year was Effective Teaching of Reading Vocabulary, and Study Skills for Grades Seven Through Sixteen.

GUEST CONSULTANTS appearing at Forest Park Community College and their respective topics were:

Mr. Vernon Smith	"Live Art: Nature, Mind, and Body"
Ms. Chezia Thompson	"The African Continuum"
Dr. Fred Stopsky	Presented to staff a seminar on small group process, communication in teaching.
Mr. Richard Wortman	"The Africa Experience: A Banquet of the Mind, Body and Emotions"

Ms. Sylvia Jackson	Presented slides and a discussion of her experiences while in China.
Mr. David Landers	"Law and Education"
Mr. John Schroeder	"Psychic Phenomena and UFO"
Father Polizzi	"Project 2000 and the Hill Community"

THE FILM SERIES:

During the months of January and February a film survey was undertaken at Forest Park Community College and the films so selected by staff were:

Maslow and Self-Actualization

Childhood: The Enchanted Years

Actualization Therapy: An Integration of Rogers, Peris and Ellis

Encounter: To Make a Start

The Humanistic Revolution: Pioneers in Perspective

Frankl and the Search for Meaning

WORKSHOPS FOR STAFF DEVELOPMENT:

1. CONFLUENT EDUCATION:

An Approach to teaching and learning that places as much emphasis upon the affective aspects of the educational process as it does upon the cognitive process. Demonstration of strategies using effective confluent education process.

2. STUDY SKILLS WORKSHOP:

An inservice seminar given through the divisional meetings which stresses teacher-learner techniques in listening, note-taking, outlining, reading for meaning, and testing.

3. O.S.H.A. ORIENTATION FOR SUPERVISORS:

To acquaint supervisors with the Occupational Safety Health Act and institutional requirements in meeting said Act.

4. AFFIRMATIVE ACTION:

For divisional and departments heads, supervisory personnel, and interested staff. Workshop will cover the definition of Affirmative Action; legal guidelines; consequencies for not implementing Affirmative Action, authority within the institutions, etc.

5. EXTENDED TIME SEMINAR: (Contact Person: Otis L. Bolden)

A day long seminar focusing on staff development projects in a Kaleidoscopic display caurosel - like format. Smorgasbord demonstrations at various points of the projects developed by faculty with released-extended time monies.

6. EXTENDED-RELEASED TIME PROJECTS:

A collation and retrieval of data on all extended-released time projects developed by faculty since 1964. A cost to the district of over $200,000 in that period of time. These projects reflect individual and some program development projects and courses in all areas of the college.

7. ORIENTATION:

New and returning faculty - weeklong meetings and seminars with new faculty covering such topics - Community College Student; Community, Instructional Programs, Instructional Resources. (Use of the Buddy System)

8. MANAGEMENT TRAINING SEMINAR:

A ten week course in how to manage and communicate effectively; especially geared to management or supervisory personnel.

9. EMERGENCY MEDICAL TRAINING:

A medical "first-aid" training program to acquaint supervisory personnel with the basic hurry cases in accidents, injuries, or sickness.

10. COMMUNITY AWARENESS PROGRAM:

An Ongoing Series of Programs involving staff, faculty, and administrators in active involvement and participation with community groups at the various community agencies and organizations.

11. TEACHER EFFECTIVENESS TRAINING:

A series of seminars which focuses on teacher communication and listening skills. The process involves problem recognition and discrimination, a no-lose resolution of conflict, and a wholesome appreciation of the needs, both of one self and others.

12. LEARNING THRU DISCUSSION:

A staff development workshop utilizing methodologies for effective discussion of material presented. Key ideas and themes and their identification and elaboration.

13. STUDENT FACULTY RAPS:

An ongoing series of informal meetings between students and faculty (and administrators) to increase reciprocal communication and visibility of students and faculty and at same time reduce institutional alienation and estrangement.

14. MEDIA-RESOURCES WORKSHOP:

A series of workshops utilizing the Instructional Resourc area staff in interaction with faculty.

Objective: To maximize faculty knowledge and use of audio-visual materials and development of instructional packets for greater individualization of learning.

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK
PROFESSIONAL DEVELOPMENT ACTIVITIES 1975 - 1976

The following Professional Development Activities were attended by many of our staff. Below is a listing of conferences attended by divisions for 1975 - 1976:

BUSINESS EDUCATION

June - July 1975

SIU-Edwardsville Business Education Mini-Conferences. One session on individualizing instruction in typewriting, one on career education, and one on employment opportunities in the Metro-East area.

July 22, 23, 24, 1975

State Vocational Conference at Columbia, Missouri.

October, 1975

MACJC - Tantara

State Officers and Advisers Leadership meeting, Jefferson City, Missouri

November, 1975

Vocation Technical Workshop, State Department of Education Jefferson City, Meramec Community College

Area Business Teachers Meeting

American Management Society Fall meeting, Concordia Seminary

Representative - State Committee for Individualized Instruction, State Fair Community College

December, 1975

Delta Phi Epsilon Meeting, Southern Illinois University Edwardsville, Illinois

National Secretaries Association, Missouri Athletic Club, St. Louis, Missouri

Monthly meetings of St. Louis Chapter of American Medical Assistance Conference

BUSINESS CONTINUED

January, 1976

Sponsored trip to Jefferson city for signing of National PBL Week by Govenor Bond, Jefferson City, Missouri

February, 1976

Chamber of Commerce College, Business Symposium

Administrative Management Society annual educator-industry workshop at Concordia Publishing House

February - April, 1976

Attended three International Word Processing Meetings Tour through Word Processing Center at Maritz Motivation, Fenton, Missouri

April, 1976

National Secretaries Association, Lindberg Chapter, Westbrough Country Club, Scholarship Awards Luncheon

PBL Spring State Competive Events, Jefferson City, Missouri two state winners

May, 1976

Assist with Certified Professional Secretary exam.

Summer, Fall, Spring, 1976

Business department has spent much time developing course proposals, outlines, selecting textbooks for new courses in secretarial curriculum - in cooperation with the other two campuses

GENERAL CURRICULUM

Learning Disabilities Workshop

Crisis Intervention Workshops

Missouir Vocational Education Workshops - "Classroom Management Strategies"

Counselors Workshop

Language Insight Discussion Groups

National Council of Teachers of Math, annual meeting, Atlanta, Georgia

St. Louis P.G.A. (Personal Guidance Association) on "Human Development for Community Colleges" one week

Sack Yourman Reading Workshop

Vocational Education Workshop -"Effective Communication Skills"

Attended the Association of Social and Behavioral Scientists

College Skills Center Reading Conference

Nursing Department Workshop

APGA National Convention

Career Workshop for High School Students

HUMANITIES

February, 1975

Invitational Conference on Language Arts, Iowa City Iowa

ACT Educational Program and Services

NCTE College Section Committee Planning, 1976 Conference new workload statement for college english teachers Urbana, Illinois

Midwest Regional Conference on English in two-year colleges St. Louis, Missouri

March, 1975

Conference on College Composition and Communications, Philadelphia, Pennsylvania

November 23 - 28, 1975

National Council Teachers of English, San Diego, California

December, 1975

Ohio Consortium for Freshmen Writing, Findlay, Ohio
Person lead a workshop on language

April 1 - 2, 1976

Conference on Humanities, Invitational Center for Study of Community Colleges, Chicago, Illinois

INSTRUCTIONAL RESOURCES

January 22, 1975

(IR-Library) "Affirmative Action Planning Workshop"

June 29 - July 2, 1975

"American Library Association Annual Seminar Conference" Committee business and conference program meetings

September 11 - 13, 1975

(IR-Library) "Archives"

October, 1975

(IR-Library) "O.C.L.C. Final Report of Project in St. Louis Area"

January 19 - 22, 1976

(IR-Library) "American Library Association Mid-winter Conference", Committee, Executive Committee and Board of Directors business

February 29 - March 2, 1976

(IR-AV) "M.A.E.C.T." Discussion on current state of educational technology in state of Missouri

April 10, 20-21, 1976

(IR-Library) "Missouri Association of College and Research Libraries" (MACRL), Interpersonal relationships among staff members

(IR) "Community College Learning Resources Conference" Efficient use of learning resources to provide more services with less available funding

(IR) "Higher Education: The Law and Institutional Responsibilities", Judicial decisions and trends and their implications for and applications to the posture of academic decision-making

LIFE SCIENCE (Nursing)

June 4, 1975

Perinatal Care Area, Evaluation of Fetus, Washington University, St. Louis, Missouri

July 22 - 24, 1975

Vocational Education Meeting, Columbia, Missouri

September - November, 1975

Film preview of films for Labor and Delivery, American Red Cross

Nurses Association of OB GYN - Three meetings

1. Neonate
2. Business Meeting
3. Reality Shock in Nursing and also on nomination committee for group

National League for Nursing - Local meeting

Served on nominating committee for American Nurses Association 3rd District

October, 1975

Missouri Nurses Association Convention, all day program for maternal child

Maternal Child Group of American Nurses Association, Unwed teenagers

January, 1976

In-Service at Barnes - Nutrition

Deans of Directors Group - New Teaching Methods

March, 1976

In-Service at Jewish - Fetal monitering

Maternal-Child and Psychiatric Group, The Care and Feeding of the Adolescent

Maternal-Child Group/Maternal-Child concept applied in the care of children and their families

PRESIDENT'S OFFICE

September 18, 1975

Professional Development Workshop, North Texas State University, Denton, Texas

November 19, 1975

MACJC - Tan-Tara Annual Meeting
Lake of the Ozarks
Leadership Training Conference for Student Council

December 8, 1975

Labor Studies Meeting
Washington, D.C.

December 15, 1975

Evaluation of College, Shorter College
North Little Rock, Arkansas

January 10, 1976

C.B.A.A. Conference
Denver, Colorado

RECORDS

July 1 - 3, 1975

League for Innovation and of IBM Conference for Registration and Admissions Offices, Poughkeepsie

November, 1975

Conference - Council on Public Higher Education, Marriott Hotel, St. Louis, Missouri

Missouri Association of Collegiate Registras and Admissions Offices, Annual Conference, Jefferson City, Missouri

March 16 - 17, 1976

Articulation Conference, University of Missouri, Kansas City, Missouri

April 12 - 15, 1976

National Meeting of American Association of Registras and Admission Offices, Washington, D.C.

RESEARCH AND DEVELOPMENT

January, 1976

White House Conference Meeting

Project 70001 Evaluation

February 17 - 18, 1976

State Vocational Education Evaluation, Four Rivers Vocational School

March 12 - 13, 1976

Administrators' Retreat at Bromwoods

April, 1976

NCRD Conference on Fundraising

KCRC Kansas City "Options for Action" Conference

RESEARCH AND DEVELOPMENT CONTINUED

May, 1976

Association for Institutional Research Conference
Los Angeles,California

Eastern Illinois University Graduate Workshop

SOCIAL SCIENCE (History)

November, 1975

National Association of Orientation Directors, conference provided information concerning new trends in student orientation, Cleveland, Ohio

March, 1976

Conference on the teaching of History, Florissant Valley Community College

STUDENT SERVICES

September 18 - 19, 1975

North Texas State University Professional Development Workshop, "Instructional and Student Development Programs, Arlington, Texas

October 31, 1975

"Focus on Urban Universities", Regional NASPA Conference Panel Participant - Tan Tara

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 29 1976

CLEARINGHOUSE FOR
JUNIOR COLLEGES

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